

VARIANCE REQUEST

Building line

Certificate of Appropriateness, Historic Preservation

Chapter 42 describes the particular development requirements for properties within the city limits of Houston and its extraterritorial jurisdiction. Each subdivision plat or development plat must comply with these requirements. Any deviation from a particular requirement requires that the applicant request a variance or special exception from the specific regulation. (47, 48, 81, 82)

In addition to the plat submittal requirements (40-54) a completed **VARIANCE REQUEST INFORMATION FORM** must be included, along with any supplementary materials that would help justify the applicant's request. The completed submittal package must be received by the Planning and Development Department during the scheduled time for submittal (42-53).. Staff will reproduce these materials and forward them to each Planning Commission member prior to the Planning Commission meeting date. For reproduction purposes all information should be organized on 8-1/2 x 11 sheets of paper and be in a black and white format.

THE **VARIANCE REQUEST INFORMATION FORM** shall include (42-47):

- (1) the plat name;
- (2) the applicant/firm name;
- (3) the date submitted;
- (4) the specific Chapter 42 requirement from which the variance is being sought and the extent of the variance; and
- (5) a statement of facts addressing how the granting of the variance is consistent with the certificate of appropriateness issued relating to historic preservation.

VARIANCE

A **STAFF REPORT** will be prepared which includes a staff recommendation on the variance. The recommendation will be based on staff's evaluation of the information provided.

Planning Commission meetings are held at City Hall Annex, Public Level, Council Chambers. The meetings begin at 2:30 p.m. All interested parties wishing to address the Commission during the meeting should sign-in on the **SPEAKERS LIST** prior to the beginning of the meeting.

Copies of these materials can be downloaded to your computer by accessing our Technical Assistance in Platting Services (TAPS) on-line bulletin board.

To CONTACT US:

Location

City of Houston
Planning and Development Dept.
Development Services
611 Walker Street, Sixth Floor

Telephone: 713-837-7701

Fax: 713-837-7926

Web site: www.ci.houston.tx.us/departme/planning

Mailing Address

City of Houston
Planning and Development Dept.
Development Services
P. O. Box 1562
Houston, Texas 77251-1562

TAPS setup: 713-837-7779

TAPS bulletin board: 713-837-7929

VARIANCE

VARIANCE REQUEST INFORMATION FORM

PLAT NAME:

APPLICANT:

DATE SUBMITTED:

(47 and 81)

SPECIFIC VARIANCE IS BEING SOUGHT AND EXTENT OF VARIANCE:

CHAPTER 42 REFERENCE:

STATEMENT OF FACTS:

VARIANCE